

ORIENTING NEW EMPLOYEES

Purpose

This Meteorology and Air Quality Group (MAQ) procedure describes the process for orienting new employees to the Meteorology and Air Quality Group.

Scope

This procedure applies to all supervisors and project leaders who must orient new employees to their work assignments and job responsibilities.

In this procedure

This procedure addresses the following major topics:

Topic	See Page
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Hazard Control Plan

The hazard evaluation associated with this work is documented in HCP-MAQ-Office Work.

Signatures

Prepared by: _____ Linda Nelson, MAQ	Date: <u>07/05/02</u>
Approved by: _____ Terry Morgan, QA Officer	Date: <u>7/5/02</u>
Approved by: _____ Jean Dewart, MAQ Acting Group Leader	Date: <u>7/11/02</u>

01/08/03

CONTROLLED DOCUMENT

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General information about this procedure

Attachments This procedure has no attachments.

History of revision This table lists the revision history and effective dates of this procedure.

Revision	Date	Description Of Changes
0	5/15/95	New document.
1	2/5/97	Revisions to reflect supervisory changes after group reorganization based on projects; change in wording of procedure title.
2	8/19/02	Quick-change revision to job title of responsible individual.

Who requires training to this procedure? The following personnel require training before implementing this procedure:

- group leader
- QA officer
- training coordinator
- all project leaders

Training method The training method for this procedure is “self-study” (reading) and is documented in accordance with the procedure for training (MAQ-024).

References The following documents are referenced in this procedure:

- MAQ-024, “Personnel Training”

Note Actions specified within this procedure, unless preceded with “should” or “may,” are to be considered mandatory guidance (i.e., “shall”).

Orienting new employees

Background

It is important that new members of the group be informed of their specific job responsibilities and how they fit into the group. In addition to attending the general orientation program provided by LANL for new employees (“GET Training”), project leaders must orient their new employees to both group-specific information and job-specific information.

Orientation by group office personnel

The **training coordinator** conducts or arranges for a new employee orientation that includes, but is not limited to, the following areas:

- information regarding group processes such as travel, supplies, phones, attendance, etc.
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Orientation by group leader

The **group leader** conducts or arranges for a new employee orientation that includes, but is not limited to, the following areas:

- explanation of division policies and procedures that may affect employee’s work
 - explanation of the group quality management system
 - orientation to the employee’s workplace
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Orientation by project leader

Each **project leader** for whom the employee is doing work conducts or arranges for a new employee orientation that includes, but is not limited to, the following areas:

- orientation to the employee’s workplace
 - job responsibilities and authorities
 - training required for the employee’s job assignment, determined and documented according to the procedure for training (MAQ-024)
 - appropriate portions of the New Employee Notebook
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Documenting the orientation

Upon completion of the new employee orientation, the **employee** and the **project leader** sign and date part 2 of the training form (attachment 1 to MAQ-024) to indicate that the new employee orientation has been completed, and the **project leader** forwards the training form to the training coordinator for the employee’s training file.

Orienting new employees, continued

Retraining to New Employee Notebook The **group leader** may periodically require all group employees to retrain to the New Employee Notebook whenever substantial changes to the notebook have been made.

All **employees** document this retraining by signing and dating part 1 of the training form (attachment 1 to MAQ-024).

New Employee Notebook

Maintaining the New Employee Notebook

The **training coordinator** maintains the New Employee Notebook by inserting appropriate information into the notebook. The notebook is available in the group office for use by project leaders in the orientation of new employees. New information for the notebook may be provided to the group office administrator by the group leader and project leaders. Information in the notebook may include:

- environment, safety and health requirements
- building emergency plan
- field work safety orientation
- regulatory compliance/public interest orientation

Indicating changes to notebook content

The **training coordinator** records additions to and deletions from the notebook by recording each change, with the date, on the history of revisions page in the front of the notebook.

Records resulting from this procedure

Records

The following records generated as a result of this procedure are to be submitted **within one month of generation** to the training coordinator:

- training form

